

Agenda

Daily Prestart

Friday 17th February 2023

6am – 7am

Attendees: Luke Sheppard (LS), Andrew Neal (AN), Tristram Donges (TD), Troy Alvin (TA), Ben Gerlach (BG), Ron Borchard (RB), Sebastian Millwood (SM), Caroline Jane (CJ), Kris Ansell (KA), Kim Trieu (KT)

Number	Item
1	General Reminder
2	Emergency response / Safety checks
3	Safety Essentials
4	One HSE Culture
5	Toolbox Talk reminder
6	Scheduled training reminder
7	Damstra updates
8	Consultation and Participation regarding WHS: • Daily Prestart • Toolbox Talk • Training

Meeting Minutes

Division	Darra Plant Yard
Meeting	Daily Prestart Meeting
Date	17 th February 2023
Time	6am – 7am
Venue	Workshop / Yard
Attendees	Luke Sheppard (LS), Andrew Neal (AN), Tristram Donges (TD), Troy Alvin (TA), Ben Gerlach (BG), Ron Borchard (RB), Sebastian Millwood (SM), Caroline Jane (CJ)
Apologies	Kris Ansell (KA), Kim Trieu (KT)

#	Key points	Action	Due date
1	AN reminded workers that a lifting subcontractor was on site today	Nil	17/02/2023
2	AN took workers through the emergency response points	Nil	17/02/2023
3	AN spoke about Safety Essential - Elimination regarding working in and around mobile plant – Floor was open to workers, no comments made	Nil	17/02/2023
4	- AN spoke about One HSE Culture – Get Involved; “suggest innovative ways to improve how my work is done” Floor open to workers - - AN said, don’t just do work the same way each time, just because you have always done it that way. Can be better ways to do things to improve works - TA shared knowledge on wheel chocks - LS shared information on new location of wheel chocks	Nil	17/02/2023
5	- Toolbox talk is set for Friday 3rd March 2023 - Safety team will come for a visit at this toolbox	Nil	3/03/2023
6	- Training for TD WAH tomorrow - Move to March	CJ to move	17/02/2023

#	Key points	Action	Due date
7	- Damstra cards - Have been posted, CJ to hand out when they arrive	CJ	20/02/2023
8	- CJ opened the floor up to discuss Consultation and Participation regarding WHS daily prestart - Workers don't feel like they can talk in front of others in daily prestart - Be consistent in what our policies and procedures are, not just pick and choose if you want to follow it. i.e., Signing into Damstra or management not doing what they are expecting workers to do - Content of daily prestart can get repetitive. Idea for workers to take Prestart. - Create a section for workers to speak up if they witness a safety issue when working on a different site that they would like to share with everyone - Start a Rewards and recognition section: i.e., bunnings voucher, bottle shop voucher, gym voucher, dinner voucher, paid time off, 4 day week - Build team moral – team dinner / lunch once a month with an open floor to discuss issues as they arise	CJ to report on LS & AN to discuss LS & AN to discuss LS & AN to discuss All workers, CJ to obtain information each afternoon All workers LS & Steve to discuss LS & AN to discuss	28/02/2023 28/02/2023 28/02/2023 28/02/2023 20/02/2023 20/02/2023 28/02/2023 28/02/2023

#	Key points	Action	Due date
9	- CJ opened the floor up to discuss Consultation and Participation regarding WHS Toolbox Talk - Workers don't feel comfortable to speak at Toolbox with the senior management present - Content for Toolbox can be long and not engaging - Change up the meeting. Inviting the safety team to site to lead the meeting would mix things up. Workers can show the safety team more on the ground issues that need addressing / if any - All workers to take a turn addressing and presenting to the team - Workers would like to discuss relevant safety issues for the Plant Yard - Positive feedback; reward and recognition (as above, vouchers / time off) - Training options for all staff to discuss - The Competency Register is checked weekly to keep up with compliance and job roles / training that is required	CJ to report on	28/02/2023
		LS & AN to discuss	28/02/2023
		LS & AN to discuss with Steve	28/02/2023
		LS, AN & Steve to discuss WHS BU Team	28/02/2023
		All workers	28/02/2023
		LS, AN, Steve	28/02/2023
		LS, AN, Steve	28/02/2023
		LS, AN, Steve	28/02/2023
		CJ	17/02/2023

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Plant Admin DPY:

Owen Flynn <owen.flynn@cstc.org.au>:

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Hi All,
Please see attached the agenda for our Daily Prestart for Friday 17th February 2023.

Thanks,
Caroline

Regards

Caroline Jane
Administrator